

CHAPTER 2 REGISTRATION

[Prior to 7/13/88, see Architectural Examiners, Board of[80]]

193B—2.1(544A,17A) Definitions. The following definitions apply as used in Iowa Code chapter 544A, and this chapter of the architectural examining board rules, unless the context otherwise requires.

“*Applicant*” means an individual who has submitted an application for registration to the board.

“*Architectural Intern*” means an individual who holds a professional degree from an NAAB-accredited program, has completed or is currently enrolled in the NCARB Intern Development Program and intends to actively pursue registration by completing the Architect Registration Examination.

“*ARE*” means the current Architect Registration Examination, as prepared and graded by the National Council of Architectural Registration Boards (NCARB).

“*Examination*” means the current Architect Registration Examination (ARE) accepted by the board.

“*IDP*” means Intern Development Program.

“*IDP applicant*” means an individual who has completed the IDP training requirements set forth in the NCARB Handbook for Interns and Architects and has submitted an application for registration to the board.

“*Intern Architect*” has the same meaning as “Architectural Intern.”

“*Issuance*” means the date of mailing of a decision or order or the date of delivery if service is by other means unless another date is specified in the order.

“*NAAB*” means the National Architectural Accrediting Board.

“*NCARB*” means the National Council of Architectural Registration Boards.

“*NCARB Handbook for Interns and Architects*” means the most current edition of a document by the same title published by the National Council of Architectural Registration Boards. The document outlines the requirements for examination and registration as an architect and is available through the National Council of Architectural Registration Boards, 1801 K Street NW, Suite 1100, Washington, D.C. 20006; NCARB’s Web site www.ncarb.org; the architectural examining board or the state law library.

193B—2.2(544A,17A) Application by reciprocity. Applicants for registration are required to make application to the National Council of Architectural Registration Boards for a council certificate. A completed state application form (available through NCARB) and a completed council certificate shall be filed in the board office before an application will be considered by the board.

2.2(1) Purpose. Registration requirements for architects are generally consistent across jurisdictions, but occasionally the board receives an application for reciprocity registration from an applicant who was allowed to complete the examination prior to completion of IDP as required of Iowa applicants. This rule is intended to provide a mechanism for reciprocity applicants faced with this situation to become registered in Iowa without retaking the examination.

2.2(2) Registration requirements. The board, by approval of three of its members who are registered architects, may waive examination requirements for architects registered during the current year in another state or country where the qualifications prescribed at the time of registration were equal to those prescribed in Iowa. For the purpose of determining substantially equivalent qualifications, applicants who were originally registered in another state after July 1, 1984, shall have an NAAB-accredited professional degree and applicants registered after June 1, 1991, shall have met the training requirements for Intern Development Program (IDP). Applicants shall be deemed to have met the IDP requirement regardless of the date of completion of the required experience, provided the experience was completed prior to filing an application for Iowa registration.

2.2(3) The board shall find probable cause for disciplinary action if the registrant’s registration in any other state is revoked for statutory reasons or incompetence.

193B—2.3(544A,17A) Application for registration by examination. To be admitted to the examination, an applicant for registration shall have completed eligibility requirements of education and training standards for NCARB certification and attained an NCARB council record. A completed NCARB council record shall be transmitted to and filed in the board office prior to the scheduling of an examination. Applicants shall also file a state eligibility form and pay an application fee for processing of examination results as outlined in rule 193B—2.8(544A,17A).

2.3(1) All eligibility requirements shall have been verified by the council record and satisfied in accordance with the NCARB Handbook for Interns and Architects. The Handbook is available through NCARB, the architectural examining board or the state law library. Eligibility requirements include a professional degree from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) and completion of IDP.

2.3(2) Documentation of training standards shall be submitted on IDP report forms, published by NCARB, verified by signatures of registered architects serving as (a) a professional sponsor who has been the intern architect's employer or who has been an architect in the firm who has substantial responsibility and has been assigned by the firm to act in this capacity; and (b) a professional advisor who is a registered architect, usually outside the intern's firm, with whom the intern has met for guidance and evaluation of progress. The report form shall be completed to demonstrate attainment of an aggregate of the minimum number of value units in each training area. To receive credit, training units must have been earned no more than five years prior to the date of establishing an NCARB council record.

2.3(3) To qualify for registration, all applicants shall pass all divisions of the ARE prepared and provided by NCARB. Applicants who have previously passed any portion of formerly required NCARB examinations will be granted credit for those portions passed in accordance with procedures established by NCARB. Divisions of the examination may be passed or failed separately in accordance with procedures established by NCARB.

193B—2.4(544A,17A) Examination. Examinations for registration as an architect shall be conducted by the board or its authorized representative.

2.4(1) *Content and grading of the examination.* The board shall make use of the ARE prepared and graded by NCARB under a plan of cooperation with the architectural examining boards of all states and territories of the United States.

2.4(2) *Testing service.* The board may make use of a testing service selected by NCARB to administer the examination, provided the examination is held in at least one location within the boundaries of this state.

193B—2.5(17A,272C,544A) Renewal of certificates of registration. Certificates of registration expire biennially on June 30. In order to maintain authorization to practice in Iowa, registrants are required to renew their certificate of registration prior to the expiration date. Registrants who fail to renew by the expiration date are not authorized to practice architecture in Iowa until the certificate is reinstated as provided in rule 193B—2.6(544A,17A).

2.5(1) Registrants whose last names begin with the letters A through K shall renew in even-numbered years and registrants whose last names begin with the letters L through Z shall renew in odd-numbered years.

2.5(2) It is the policy of the board to mail notices of pending expiration dates to registrants at their last-known address approximately one month prior to the date the certificate of registration is scheduled to expire. Failure to receive this notice does not relieve the registrant of the responsibility to timely renew the certificate and pay the renewal fee. Registrants should contact the board office if they do not receive a renewal notice prior to the date of expiration.

2.5(3) Upon the board's receipt of a timely and sufficient renewal application as provided in 193—subrule 7.40(3), the board's executive secretary shall issue a new certificate of registration reflecting the next expiration date, unless grounds exist for denial of the application.

2.5(4) If grounds exist to deny a timely and sufficient application to renew, the board shall send written notification to the applicant by restricted certified mail, return receipt requested. Grounds may exist to deny an application to renew if, for instance, the registrant failed to satisfy the continuing education as required as a condition for registration. If the basis for denial is pending disciplinary action or disciplinary investigation which is reasonably expected to culminate in disciplinary action, the board shall proceed as provided in 193—Chapter 7. If the basis for denial is not related to a pending or imminent disciplinary action, the applicant may contest the board's decision as provided in 193—subrule 7.39(1).

2.5(5) When a registrant appears to be in violation of mandatory continuing education requirements, the board may, in lieu of proceeding to a contested case hearing on the denial of a renewal application as provided in rule 193—7.39(546, 272C), offer a registrant the opportunity to sign a consent order. While the terms of the consent order will be tailored to the specific circumstances at issue, the consent order will typically impose a penalty between \$50 and \$250, depending on the severity of the violation, establish deadlines for compliance, and may impose additional educational requirements on the registrant. A registrant is free to accept or reject the offer. If the offer of settlement is accepted, the registrant will be issued a renewed certificate of registration and will be subject to disciplinary action if the terms of the consent order are not complied with. If the offer of settlement is rejected, the matter will be set for hearing, if timely requested by the applicant pursuant to 193—subrule 7.39(1).

2.5(6) The board shall notify, by certified mail, return receipt requested, registrants whose certificates of registration have expired. The failure of the board to provide this courtesy notification or the failure of the registrant to receive or sign for the notification shall not extend the date of expiration.

2.5(7) Registrants who continue to practice architecture in Iowa after their registration has expired shall be subject to disciplinary action. Such unauthorized activity may also be grounds to deny a registrant's application for reinstatement.

193B—2.6(544A,17A) Reinstatement. An expired certificate of registration can be reinstated by completing one of the following options:

2.6(1) Option 1.

1. Paying the reinstatement fee of \$25 per month of expired registration, up to a maximum of \$500.
2. Paying the current renewal fee.
3. Submitting documented evidence of completion of 12 contact hours (8 hours in public protection subjects) of continuing education requirements for each year of expired registration in compliance with requirements in 193B—Chapter 3 up to a maximum of 48 contact hours (32 hours in public protection subjects). The continuing education hours used for reinstatement may not be used again at the next renewal.
4. Providing a written statement outlining the professional activities of the applicant during the period of nonregistration.

2.6(2) Option 2. File a new application for registration as prescribed in rules 193B—2.2 (544A,17A) and 193B—2.3(544A,17A) and subrules 2.2(1) and 2.3(3).

193B—2.7(544A) Practice by business entities. Before engaging in the practice of architecture in this state, a foreign or domestic business corporation, a foreign professional corporation, a partnership, or sole proprietorship shall acquire an Authorization to Practice Architecture as a Business Entity from the board as provided in Iowa Code section 544A.21.

2.7(1) Application for the authorization shall be made to the board on forms prescribed by the board and shall be accompanied by the proper fee as provided in rule 193B—2.8(544A,17A). The application shall include but not be limited to the following:

- a. Name and address of the business entity;
- b. Type of business entity;

- c. Names, addresses, and titles of the registered agent if a corporation, and of all officers, directors, partners, beneficial owners, or other principals of the business entity, or of the sole proprietor;
- d. Name and address of each registered architect in responsible charge of the practice of architecture on behalf of the business entity in the state of Iowa;
- e. Signature of an officer of a corporation, a partner of a partnership, or the sole proprietor.

2.7(2) A domestic professional corporation or professional limited liability company shall file with the board an application for Authorization to Practice Architecture as a Business Entity along with a copy of its annual report to the secretary of state, but shall not be required to pay any fees to the board.

2.7(3) A sole proprietorship shall file with the board an application for Authorization to Practice Architecture as a Business Entity only if practicing under an impersonal or fictitious name.

2.7(4) The Authorization to Practice Architecture as a Business Entity will expire on June 30 of each year. Renewal application forms will be mailed to the last-known address approximately one month prior to the date of expiration. The form will request information substantially similar to the information requested in subrule 2.7(1). Failure to receive the form shall not relieve the holder of the responsibility to timely renew and pay the renewal fee.

2.7(5) The board shall give notice by certified mail, return receipt requested, to the holder of an authorization who has failed to renew the authorization. If the holder fails to renew within 30 days of receipt of the notice, the authorization to practice as a business entity shall be canceled.

2.7(6) The authorization may be reinstated by completing all of the following:

- a. Paying a reinstatement fee as prescribed by rule 193B—2.8(544A,17A).
- b. Paying the business entity renewal fee.
- c. Submitting the application form required by the board.
- d. Submitting a statement of professional activities during the period of nonauthorization.

2.7(7) A business entity that loses its authorization by cancellation or other board action shall immediately cease to conduct architectural practice in the state of Iowa.

193B—2.8(544A,17A) Fee schedule. Under the authority provided in Iowa Code chapter 544A, the following fees are hereby adopted:

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| Examination fees: | |
| Initial application fee paid to board | \$100 |
| Fees for examination subjects shall be paid directly to the testing service selected by NCARB | |
| Initial registration fee | \$ 50 |
| (plus \$5 per month until renewal) | |
| Reciprocal application and registration fee | \$200 |
| Biennial renewal fee | \$200 |
| Biennial renewal fee (retired) | \$ 50 |
| Reinstatement of lapsed individual registration (per month) | \$ 25 |
| Duplicate certificate fee | \$ 50 |
| Authorization to Practice as a Business Entity | \$ 50 |
| Renewal of Authorization to Practice as a Business Entity | \$ 50 |
| Reinstatement of a lapsed Authorization to Practice as a Business Entity | \$100 |

These rules are intended to implement Iowa Code chapters 544A and 17A.

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